



BLACK BRITISH
BUSINESS AWARDS

2021
Entrepreneur
Nomination
Form

GUIDANCE FOR

THE ENTREPRENEUR NOMINATION FORM

**Thank you for participating in the Black British Business Awards (BBBAwards) 2021 nomination process. There is no fee to enter the BBBAwards.
All FINAL submissions must be made using the online nomination form.**

DEADLINE

The deadline for final submissions is 12 April 2021.

ENQUIRIES

For enquiries, please email info@thebbbawards.com on or before 12 April 2021.

SUBMITTING YOUR ENTRY

All FINAL submission must be made using the online nomination form on or before 12 April 2021.

TOP TIPS

MAKE SURE YOUR NOMINATION STANDS OUT FROM THE CROWD

- 1** It is perfectly fine for you to nominate yourself. We encourage you to do so!
- 2** It is also fine for you to submit a nomination on behalf of someone else without them knowing. If they are shortlisted for an interview, they can then decide whether or not to participate.
- 3** Absolutely keep within the word limits. Responses that are significantly below the word limit are unlikely to be considered. Nominations that exceed the word limit will be marked down by the judges.
- 4** Avoid a rushed job. Plan ahead and take your time to consider the best content for an outstanding submission within the deadline (29 March 2021).
- 5** Reflect on the nominee's career as a whole and over time. We recognise that success often does not happen overnight. Give us enough detail so we can fully grasp the nominee's achievements taking into account their journey, challenges and milestones.
- 6** Treat this like an elevator pitch - tell us absolutely everything that you or the nominee are most proud of AND do it in a succinct manner. Stick to the point and avoid unnecessary information.
- 7** Remember the awards highlight business excellence, and so while reference to voluntary contribution to corporate social responsibility and diversity and inclusion is helpful, the majority of the content must be about the nominee's role in the business's performance as further expanded on below.
- 8** The most impressive submissions have included some of the following anecdotes:
 - a. Impressive metrics – sales targets, percentage increases/decreases, retention statistics.
 - b. Cutting edge inventions, process improvements, digital innovations, joint ventures.
 - c. Examples of dynamism and daring to be different or challenging the status quo.
 - d. Technical or creative excellence that has been recognised internally and/or externally.
 - e. Effective leadership contributing to, project delivery, profitability, business development.
 - f. Achieving success beyond immediate business objectives, expectations or targets.
 - g. Involvement in driving important business initiatives or tackling business issues.
 - h. Outstanding contribution to cultural transformation of teams or organisations.
 - i. Evidence of significant influence on internal and/or external stakeholders.
 - j. Unique or outstanding contributions to the relevant profession or sector.
 - k. Evidence of exceptional motivation, purpose and burning desire for results.
 - l. Notable contributions externally, including as a volunteer, advocate, public figure.
 - m. Anecdotal evidence that others are significantly inspired by the nominee and their business.

AWARDS CATEGORIES

Is the nominee a rising star or senior leader?

Rising Star
(aged 35 or younger on 12 April 2021)

Senior Leader
(generally with at least 10 years' experience)

MANDATORY ATTENDANCE OF JUDGING DAY AND THE AWARDS CEREMONY

If shortlisted, please confirm that the nominee is able to attend a short interview with the Judging Panel on Wednesday, 16 June 2021 and the Awards Ceremony on Thursday, 7 October 2021.

PLEASE NOTE:

This is a condition on entry. All successful entrants will be contacted by Wednesday, 26 May 2021.

Yes, I can confirm the nominee can attend Judging Day on Wednesday, 16 June 2021 if shortlisted.

Yes, I can confirm the nominee can attend the Awards Ceremony on Thursday, 7 October 2020 if shortlisted as a finalist.

WHICH SECTOR DOES THE NOMINEE WORK IN?

Arts and Media (includes all media, design, fashion, performance, art, publishing and advertising).

Professional Services (includes law, accounting management consultancy and in-house professionals).

Consumer and Luxury (includes food, beverage, household goods, retails, travel and leisure, cosmetics, personal and luxury goods).

Science, Technology, Engineering and Mathematics (includes health, industrials, telecoms, pharmaceuticals, construction, transport and energy).

Financial Services (includes banks, brokers, payment services, insurance companies, credit card funds and regulators).

DETAILS OF THE PERSON THAT IS BEING NOMINATED

Full Name

Company website

Date of birth

City/Location of business operations

Job title

Preferred email address

Company name

Preferred telephone number

KEY DETAILS

The following questions are regarding your business. Please ensure that you answer all questions before submitting your nomination. If you do not have the relevant financial information to hand, please consult the relevant contact.

TYPE OF ENTITY

WHAT IS THE NUMBER OF EMPLOYEES?

| | |
|------------------------|------------|
| Limited Company | 1-2 |
| Partnership | 3-5 |
| Sole Trader | 6-9 |
| Ltd by Guarantee | 10 or more |
| Social Enterprise | |
| Other (please specify) | |

FINANCIAL INFORMATION

If you are unable to provide finalised account information for 2019, please state your projected turnover and profit.

| | | |
|---|--|--|
| Projected Turnover (Financial Year 2021) | Annual Turnover (Financial Year 2020) | Annual Turnover (Financial Year 2019) |
| Projected Net Profit (Financial Year 2021) | Annual Net Profit (Financial Year 2020) | Annual Net Profit (Financial Year 2019) |

FINANCIAL REFERENCE

Please provide the contact details for a reference from a certified business professional, i.e. Bank Manager or Chartered Accountant. This reference must be independent and external to the business and will only be contacted if this entry is shortlisted for Judging Day.

Nominations will not proceed to the next stage without a financial reference being supplied.

| | |
|--|------------------|
| Full name of independent financial referee | Company name |
| Relationship to Entrant | Email Address |
| Job title | Telephone Number |

The following questions are mandatory, and the word limit will be strictly enforced. Please refer back to the top tips for successful entrants on page 1 for guidance.

In 100 words, please give a brief overview of the nominee's company including the nature of the business and brief description of its activity.

In 300 words, please outline nominee's career path and provide tangible evidence demonstrating the business success (e.g. profitability, growth, market share, competitive USP, awards, nominee's approach to business development etc).

In 100 words, please explain how the nominee supports others in their industry and why they are a role model to others aspiring to work in that particular industry. See page one for top tips for successful entrants.

WILL YOU BE SUBMITTING SUPPORTING EVIDENCE?

All supporting evidence must be submitted online. You can submit up to **THREE** documents including press releases, news articles, photographs, testimonials or other items which you think will help the Judging Panel make informed decisions about the nominee. The BBBAwards does not accept responsibility for the loss or damage of material submitted.

Yes, I confirm that I will be submitting supporting evidence

No, I will not be submitting supporting evidence

INDEPENDENT REFERENCE

We will require this information prior to the submission of this nomination form. The referee will only be contacted should the entrant be shortlisted. The entrant will be notified prior to the BBB Awards team getting in touch with the referee.

Full Name of referee

Relationship to entrant

Job title

Telephone number

Company name

Email address

DECLARATION

To be signed by the person completing this nomination form.

I confirm that I am the person submitting this entry and that the information provided in this nomination is true and complete. I understand that the judging panel retain the right to shortlist the nominee for categories that I may not have entered if they deem it appropriate. I understand that information from my nomination may be used for press and publicity purposes unless non-publicly available financial details have been specifically, and clearly marked otherwise. The BBB Awards will not be liable for inaccuracies published based on nomination content and changes may not be possible after publication. By submitting this nomination, you agree to the BBB Awards retaining your details and to receiving further information regarding this event and other relevant products.

Full Name

Preferred email address

Job title

Telephone number

Company name

Date dd/mm/yyyy

Relationship to entrant (if you are not the entrant)

**THANK YOU FOR COMPLETING
A NOMINATION FOR THE BBB AWARDS!**

FINAL SUBMISSIONS MUST BE MADE USING THE
ONLINE NOMINATION FORM ON OR BEFORE 12 APRIL 2021